

Beta Alpha Psi Financial Reporting Reminders 2020 – 2021

October 15 - \$300 chapter maintenance fee due from all chapters not in the petitioning phase. \$50 late fee if paid after October 15.

How do I download an invoice for the Chapter Maintenance fee? Login [here](#). Go to Beginning of Year report, Payment Options. Click the link to pay by credit card or to download an invoice and pay by check.

Candidate dues – \$75 per record payable within 60 days of the names being entered into the Reporting Intranet. \$20 late fee per record if not paid within 60 days.

How do I download an invoice for candidate dues? Login [here](#). Go to Reporting and Membership, Generate Dues invoice. Select the names to pay by credit card or print an invoice to pay by check. If you need an invoice on Beta Alpha Psi letterhead, email bap@bap.org.

January 29, 2021 – deadline for early bird registration for Mid-Year meetings is \$45, register [here](#). Registration fee increases to \$60 per attendee if payment is not received by our office on January 29.

Want to receive payments from our office deposited directly into your account? Send ACH information to Lisa Wicker, Manager of Chapter Services at lwicker@bap.org.

How do I complete a W9 for my chapter? Download the most current W9 from the IRS website [here](#).

Line 1 should read, Beta Alpha Psi (Greek name) Chapter

Line 2 should read, Name of Your School

Use your chapter's tax id number, which may be found on the Chapter Profile page by logging in [here](#).

For Organization type, check Other, then write 501 c 3.

Write your chapter's address. Sign it, date it and send it to bap@bap.org.

Where do I mail payments? Send checks made payable to Beta Alpha Psi to the following address:

Beta Alpha Psi

220 Leigh Farm Road

Durham, NC 27707

April 30 – Beta Alpha Psi Executive Office fiscal year end. Pay candidate dues by April 30.

April 1 – Annual meeting website launch, check back for registration deadlines.

June 1 – End of Year reporting deadline. Go to Reporting and Membership [here](#), End of Year report. Complete chapter reporting and file the [990n e-postcard](#) by June 1 if your average chapter receipts are \$50K or under for the last three years. Use your chapter's tax id number found on the Chapter Profile page. If you don't know where to locate this, reach out to bap@bap.org. File the 990n e-postcard between May 1 and June 1. Send proof of filing to bap@bap.org and enter the submission id number into the End of Year report. If your chapter receipts are over \$50K for the last three years, download the Over \$50K spreadsheet and complete all three tabs. Upload it as part of the End of Year report due on June 1. No exceptions, \$100 penalty for filing late. Upload financial statements, template [here](#).